

**CONFIDENTIAL**

Chief of Logistics

31 July 1953

Chief, Special Staff, LO

Logistics Office Objectives Review,  
Last Half of Fiscal Year 1953

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1. A detailed review of the objectives of each organizational element within the Logistics Office has been made for the last half of fiscal year 1953. In many instances objectives which were established earlier in the year have been completed and new objectives have been placed on the program. The results of this review indicate that some revision in over-all objectives is required at this time.

2. During the last six months of FY-53, the following projects and/or programs were completed by various organizational elements within the Logistics Office:

a. The Purchase Procedural and Operational Manual for contract officers has been completed.

b. Directives have been developed and implemented, as of 1 May 1953, to effect the allocation of funds and financial accounting on a centralized procurement basis.

c. The Real Estate and Construction Division affirmed its mission and responsibility through the proper alignment of functions and the assignment of qualified personnel.

25X1C d. [REDACTED] policy directives and working agreements  
25X1C in support of [REDACTED] have been established.

e. Second edition of the Supply Division Stock Catalog is completed.

f. The transportation functions previously performed by AMD/PM have been assumed by the Transportation Division.

g. The initial computation of requirements to be procured on a bulk basis has been completed. This project represents the first step toward centralized procurement.

h. Supply Training Program for training key operating personnel has been developed in conjunction with the Office of Training.

i. Controls have been developed whereby transportation cargo requirements can be projected on a basis of supply requirements. This

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enables the Logistics Office to forecast tonnages [REDACTED]

j. Historical transportation records have been developed which will be utilized in current and future transportation planning.

k. Directives for internal procurement status control have been established which enable the Logistics Office to expedite contract negotiations and establish positive item procurement.

l. Regulations have been prepared which establish an accountability system for all CIA real property.

m. Adequate liaison has been established with other Government agencies who assist in real estate and construction programs.

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n. Warehouse facilities, Washington area, have been centralized at [REDACTED]

3. During FY-54 the Logistics Office anticipates the accomplishment of those objectives as indicated in Tab 'A'. These objectives have been developed in accordance with Agency policy to present CIA budgets on a performance basis. This policy has been established in [REDACTED] It is not feasible to cost current objectives, although they are listed in performance terms, because many of them are in the initial planning stages. It is anticipated that these objectives will be reviewed on a quarterly basis during FY-54 to determine what progress has been made, what new objectives should be added, and to publish revised summaries. It is contemplated that development of objectives indicated in Tab 'A' will reach a point of completion by January 1954 whereby each can be weighed and costed in terms of performance.

4. The successful completion of those projects and/or programs as indicated in paragraph 2 reveals that much progress has been made during the past six months toward placing the Logistics Office on a sound management basis. It is apparent that continued action, day-to-day follow-up, and the application of sound leadership will result in the accomplishment of those objectives listed in Tab 'A' by 30 June 1954. It should be noted that during the last six months of FY-53 fourteen (14) major projects and/or programs were completed and are now in effect.

ORL LO/SS/ARL:cc (29 July 1953)

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Attachment -

Tab 'A' - Programmed Objectives, FY-54

Distribution:

Orig. - Addressee

1 - Deputy Chief of Logistics

1 - Asst. Chief for Operations

1 - Chief, CAR Staff

1 - Chief, Procurement Div.

1 Chief, Supply Div.

1 Chief, Transportation Div.

1 Chief, Real Est. & Con. Div.

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